



Athletic Corporation

California State University, Fresno

Equipment Room Attendant **Athletic Corporation – Vacancy #A425**

Compensation:

\$2,833.33 - \$3,166.67 per month. This position includes full benefits. This is a full-time, non-exempt position. Athletic Corporation employees are at-will.

Overview:

Under direction of the Head Equipment Manager, the incumbent will be responsible for assisting with the operation of the athletic equipment room(s) for Olympic sports assigned. Sport assignment will be lacrosse, baseball, and Women's soccer. This position works a flexible work schedule which may include evenings and weekends and possible travel with teams to away events.

Essential Functions:

- Advise and assist coaching staff with the selection, measurements and ordering of team apparel
- Advise and assist coaching staff with the selection of team equipment and ordering
- Reconcile purchases with receipts on school assigned credit card on a monthly basis
- Perform apparel and equipment Inventory control for sports assigned including labeling of storage units, equipment and apparel
- Keep a perpetual Inventory on computerized inventory program
- Assign and recover apparel and equipment from team members or coaches
- Participate in an annual Inventory of the equipment room
- Identify, assess and negotiate the purchase of sport related equipment
- Maintain current and detailed knowledge of program and products currently used and likely to be purchased
- Use knowledge of technical requirements, NCAA rules, MW rules and market conditions to negotiate best prices
- Participate in the budgeting process for assigned sports
- Evaluate the condition of equipment and makes recommendation for replacement
- Launder and distribute practice gear and uniforms to coaches and athletes
- Deliver equipment to various departments on and off campus
- Attend events or be available in the equipment room to assist with home events for the sports assigned
- Assist the Head Equipment Manager to keep a clean, organized and safe work environment
- Other duties as assigned by the Head Equipment Manager

Required Education and Experience:

- High school diploma or equivalent
- Minimum of one year of experience as an Athletic Equipment Manager or Attendant at a collegiate institution
- Member of the Athletics Equipment Managers Association
- Experience working with computerized Inventory program, e-mail, and Microsoft Excel
- Experience with inventory control and maintenance
- Possession of or the ability to obtain a valid, current California Driver's License and a demonstrated good driving record which includes:
 - no more than two (2) DMV points within the last four years
 - no failures to appear
 - no DUI's within the last four years

Please visit the [Fresno State Jobs webpage](#) for the Athletic Corporation Application and to view current listings of all available Athletic Corporation and University employment opportunities.



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- Any job offers made will be contingent upon proof of good driving records as determined by a check for violations recorded with the Department of Motor Vehicles. As a condition of continued employment, incumbents selected must successfully complete Defensive Driving Courses as prescribed by university regulations relating to driving any vehicle on state business.

Required Knowledge, Skills and Abilities:

- Basic knowledge of sports equipment and facilities needs
- Basic knowledge of procurement practices and principles
- Basic knowledge of NCAA and Mountain West rules as they apply to equipment
- Effective writing and verbal communication skills
- Demonstrated ability to:
 - Work a flexible schedule including nights and/or weekends
 - Supervise subordinates
 - Move and handle equipment in excess of 50 pounds
 - Work effectively with individuals from diverse ethnic, cultural and socio-economic backgrounds and project a professional attitude
- Ability and willingness to support the equity and diversity commitments of the department
- Commitment to integrity and compliance with University, conference and NCAA regulations
- A history of regular attendance and positive performance evaluations

Preferred Education, Experience and Knowledge:

- Experience working with any or all of the assigned sports listed in job announcement
- More than three years of experience as an Athletic Equipment Manager at a Division I institution
- Experience working with ACS computerized Inventory program
- Bachelor's degree
- Bachelor's degree in a related field
- Certified member of the Athletic Equipment Managers Association
- Master's degree

Deadline to Apply:

Applications received by **January 1, 2018** will be given full consideration. Position will remain open until filled.

Application Requirements:

An [Athletic Corporation Application](#), a resume, and a list of three professional references, including telephone numbers, are required. A cover letter that addresses your qualifications for the position is also required.

Apply By Mail:

California State University, Fresno - Human Resources
5150 North Maple Avenue, M/S: JA41
Fresno, California 93740-8026

Apply By Fax or In Person:

Joyal Administration Building, Room 211
Phone: (559) 278-2032
Fax: (559) 278-4275

Thank you for your interest in a non-faculty position with the Athletic Corporation of California State University, Fresno.

The Athletic Corporation of California State University, Fresno is committed to Equal Employment Opportunity and Affirmative Action. Applicants will be considered without regard to sex, race, color, religion, national origin, sexual orientation, marital status or disability. The Athletic Corporation actively seeks and encourages applications from members of all underrepresented

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groups. The Athletic Corporation is committed to providing equal opportunities to men and women CSU students in all campus programs, including intercollegiate athletics. The Athletic Corporation is associated with the University; however, employees of the Corporation are not employees of the University or the State of California.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, crime report statistics are available at <http://www.fresnostate.edu/adminserv/police/clery/>.

Background investigations will be conducted, as required, depending upon the job requirements of a position. These could include, but are not limited to, processing of fingerprints through the Department of Justice and degree and license verifications. An offer of employment may or may not be extended based upon the results of these verifications.

Pursuant to the requirements of the Immigration Reform and Control Act of 1986, any offer of employment is contingent upon verification of individual's eligibility to be employed in the United States.

Pursuant to Executive Order 883, reasonable accommodation is to be provided upon request from an employee or applicant with disabilities, unless doing so would impose an undue hardship on the campus. What constitutes a reasonable accommodation is to be determined by the campus on a case-by-case basis after it has received the individual's request for accommodation and engaged in an interactive process. Employees or applicants requiring reasonable accommodation should contact Human Resources directly at (559) 278-2032.

University Information: (<http://www.fresnostate.edu/>)

Fresno State is one of 23 campuses of the California State University System. The university's mission is to offer high quality educational opportunities to qualified students at the bachelor's and master's levels, as well as in joint doctoral programs in selected areas. The University serves the San Joaquin Valley while interacting with the state, nation, and world. Through transformational applied research, technical assistance, training and other related public service activities, the University builds partnerships and linkages with business, education, industry, and government. The University competes athletically in Division I FBS and is a member of the Mountain West Conference.

The University's current enrollment is more than 24,000 students from diverse backgrounds, which creates a culturally rich environment. The campus, which has been designated as an arboretum, is spread over 1400 acres. Metropolitan Fresno, with a multi-ethnic population of over 600,000 is located in the heart of the San Joaquin Valley on the western edge of the Sierra Nevada Mountain Range. The campus is within easy driving distance of San Francisco, Los Angeles, Yosemite, Kings Canyon, and Sequoia National Parks, the Monterey Peninsula, Lake Tahoe, beaches, sailing lakes and numerous ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers a wide array of locally grown fruits and produce.

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>.